

Weekly Report for Week Ending 5 August 1958
from
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- ✓ (1) Completed 20 actions requiring the printing of 154,750 copies or sets of blank forms. This represents a decrease in the number of actions and copies as compared to the FY 59 weekly average of 22 actions and 284,667 copies.

25X1X8

- (2) Four new and two revised forms were approved.

b. Intangible

- 25X1A9a (1) The proposal to consolidate the various forms used within DD/P for obtaining Provisional Operational Approval has been reactivated. Copy of a "Memorandum for the Record" concerning the proposal has been furnished to Mr. [REDACTED] for discussion with Mr. [REDACTED] for discussion with Mr. [REDACTED]. Results of the discussion will determine, to some extent, the course of action to be taken on this project. [REDACTED] 25X1A9a 25X1A9a 25X1A9a
- ✓ (2) The Fitness Report and Field Transmittal Fitness Report have been approved by OP. These reports which have reduced to one page each are being coordinated with OS and DD/P to determine mode of shipment overseas. [REDACTED] 25X1A9a
- ✓ (3) A "Cross Reference and Control Record" form, which will eliminate book logs is being designed for the Executive Registry. This form will implement one of the recommendations made in the Survey of the Director's Office by Mr. [REDACTED] 25X1A9a 25X1A9a
- 25X1A8a (4) Office of Security and [REDACTED] returned the forms they were reappraising to determine the possibility of changing the mode of shipment. They indicated that these forms should continue in Category II until certain changes were made in words or phrases, which would permit change to Category I.
- ✓ (5) The Master Index of all forms to be used overseas has been sent to the Machine Records Division for a corrected run. Delivery date of the revised Master Index is, ~~just~~ at present, undetermined. [REDACTED] 25X1A9a

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(6) Travel Order Form;

25X1A9a 25X1A8a

25X1A9a

(a) Met with Mr. [REDACTED] and Mr. [REDACTED] OS
to discuss classification and mode of shipment overseas.

(b) In process of redesigning the form to include changes
requested by the Comptroller, Mr. [REDACTED]

25X1A9a

25X1A9a

2. Assignments

a. Active

25X1A9a

(1) Agency Chain Envelope. [REDACTED]

25X1A9a

(2) Four Employee Suggestions are being evaluated.

25X1A9a

25X1A9a

✓ (3) Travel Order Form Revision. [REDACTED]

(4) Printing Services Division Survey. [REDACTED]

25X1C4a

(5) Forms aspect of the [REDACTED] Project, [REDACTED]

25X1A9a

3. News

a. Future procurement of reproducible forms will have an additional
lead time of 30 days. This will allow time for ageing of the
carbon used in these sets.

25X1A9a

b. Miss [REDACTED] visited the Records Center on Tuesday.

25X1A9a c. Mr. [REDACTED] is on annual leave during the month of August.

25X1A9a d. Mrs. [REDACTED] ^{is} will be on annual leave through the current work
week. [REDACTED]

25X1A9a

[REDACTED]
Acting Chief, Forms Management Branch

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